

STATE OF LOUISIANA
SECRETARY OF STATE

W. FOX McKEITHEN
SECRETARY OF STATE

HELEN J. CUMBO
ADMINISTRATOR



Commercial
(225) 925-4704

Administrative Services
(225) 925-4704

Fax
(225) 925-4726
(225) 922-0435

**TRANSMITTAL INFORMATION
For All Business Filings**

Registered agent, officer, entity status information available via the Internet

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Telephone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State

Mailing Address: P. O. Box 94125, Baton Rouge, LA * 70804-9125
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA * 70809
Web Site Address: www.sos.louisiana.gov

W. Fox McKeithen
Secretary of State



**STATEMENT OF CHANGE OF REGISTERED OFFICE,
REGISTERED AGENT AND/OR PRINCIPAL BUSINESS
ESTABLISHMENT IN LOUISIANA**

(R.S. 12:308 & 12:1350)

Foreign Corporation/Foreign
Limited Liability Company
Enclose \$25 filing fee
Make remittance payable to
Secretary of State
Do Not Send Cash

Return to: Commercial Division
P. O. Box 94125
Baton Rouge, LA 70804-9125
Phone (225) 925-4704
Web Site: www.sos.louisiana.gov

STATE OF _____

PARISH/COUNTY _____

Notice is given that the below named corporation/limited liability company has changed its registered office,
registered agent and/or principal business establishment.

Company Name: _____

Complete the following sections, where applicable:

New Registered Office address: _____

New Registered Agent and address: _____

(agent's address must be identical to registered office unless agent is a law partnership or an individual attorney)

New address of Principal Business Establishment in Louisiana:

President or Vice President/Manager or Member
(Registered agent if only registered office is changed)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: _____

Notary

AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept my appointment as agent for the above named corporation/limited liability company.

Agent

Sworn to and subscribed before me, the undersigned Notary Public, on this date: _____

Notary

INSTRUCTIONS

1. If a foreign corporation or limited liability company changes its registered office address, its registered agent, or the address of its principal business establishment in this state, a Statement of Change must be filed with the Secretary of State. This form should be filed (in duplicate) with the Secretary of State's office along with the \$25 filing fee.
2. If the only change made is the address of the registered office, this form need only be executed and acknowledged before a notary public by the registered agent.
3. If the registered agent is changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager, if management of the limited liability company is vested in one or more managers, or a member, if management is reserved to the members, for a limited liability company, and the new agent must execute the Agent's Acceptance and Acknowledgement of Appointment.
4. If the principal business establishment address has changed, the statement must be executed and acknowledged before a notary public by the president or a vice president for a corporation; by a manager or member for a limited liability company.